

Case Progress Evaluation

1. The Case Plan Evaluation (CPE) is created via Create > Case Work > Ongoing Services > Case Progress Evaluation > Family Name and Create. The CPE cannot be created without an approved Family Assessment and Case Plan or a Case Progress Evaluation already in an ongoing status.

The screenshot shows the 'Create Case Work' interface in a Microsoft Internet Explorer browser window. The address bar indicates the URL is provided by DHFS - State of Wisconsin. The page title is 'eWiSACWIS'. The interface is divided into several sections:

- Create Case Items:** A list of case items with corresponding icons and dropdown menus. The 'Ongoing Services' item is selected, and its dropdown menu shows 'Case Progress Evaluation' as the chosen option.
- Cases:** A list of case names, including 'Abby, Alice A.', 'Abby, Alice', 'Abby, Amber', 'Abby, CopyEverything', 'Abby, Copyover', 'Abby, John', 'Abby, Johnnie', 'Abby, Johnny', 'Abby, Jon', and 'Abby, Jr., Amy L.'.
- Case Participants:** A list of participants, including 'Alice Abby A., Reference Person' and 'Amber Abby, Adoptive Sibling'.

At the bottom right of the main content area, there are two buttons: 'Create' and 'Close'. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

2. When the CPE opens the first group box is Case Progress Evaluation. The Case Name, Worker Name, and Case Number will pre-fill. The effective date is user entered. The CPE Completed box must be checked prior to final approval.

3. The Child Functioning Page will pre-fill from the most current Family Assessment and Case Plan or most recent Case Progress Evaluation. The Safety Threats and Child Functioning areas are editable.
 - Select the radio button next to the corresponding name to view and edit the appropriate Child Functioning information.
4. Any Active Goals will be listed in the Active Goals Group Box. The Goals for the first CPE have a hyperlink of Edit, Delete, and Copy Detail. Edit will allow the user to update the Goal. Delete will delete the entire Goal from the CPE. Copy Detail will copy the Goal from one participant to another.
5. Options will allow the Approval of the CPE. Safety Assessment and Plan value is view only. If any changes are needed on the Safety Assessment and Plan, the user must access it from the outliner under the current CPE.

The Case Progress Evaluation Summary and Case Progress Evaluation, Safety Assessment and Case Closure templates should be launched prior to final approval.

Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case Progress Evaluation

Case Name: Abby, Alice Case Number: 9221155 Effective Date: 05/30/2006 Status: Pending
 Worker Name: Cake, Caitlin, M. Approval Date: CPE Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities Summary

Safety Threats

Child shows effects of maltreatment, such as serious emotional symptoms and lack of behavioral control: ☒ Yes ☐ No
 Child is fearful of home situation: ☐ Yes ☒ No
 Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children

☒ Abby, Amber [Add/Edit](#)

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
 This will pre-fill from the FACP or most recent CPE and is editable.

Active Goals

Goal: The test is to see what displays in the goal description field.	Target End Date:	Status: New	Edit Delete Copy Detail
Service/Activity Counseling	Provider/Responsible Person Counsel 101		

Options: [Go](#) [Save](#) [Close](#)

- Actions
 - Approval
 - Safety Assessment and Plan
 - Text
 - Case Progress Evaluation Summary
 - Case Progress Evaluation, Safety Assessment & Case Closure

Trusted sites

6. New Goals can be inserted by selecting the Insert button at the bottom of the Active Goals Group Box. See the instructions on how to add new goals from the Quick Reference Guide – Family Assessment and Case Plan.

Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case Progress Evaluation

Case Name: Abby, Alice Case Number: 9221155 Effective Date: 05/30/2006 Status: Pending
Worker Name: Cake, Catlin, M. Approval Date: CPE Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities Summary

Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children **Child Functioning**

☒ Abby, Amber

Add/Edit

Describe the child's general functioning and effects of any maltreatment.
This will pre-fill from the FACP or most recent CPE and is editable.

Active Goals

Goal: The test is to see what displays in the goal description field.	Target End Date:	Status: New	Edit Delete Copy Detail
Service/Activity Counseling	Provider/Responsible Person Counsel 101		

Options:

Trusted sites

7. The Progress Hyperlink will appear after the first CPE has been created and saved. Subsequent CPE will have the Progress Hyperlink next to the Goals.

Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case Progress Evaluation

Case Name: Abby, Alice Case Number: 9221155 Effective Date: 07/10/2006 Status: Pending
 Worker Name: Cake, Caitlin, M. Approval Date: CPE Completed: ☐

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities Summary

Child shows effects of maltreatment such as serious physical symptoms: ☐ Yes ☒ No

Children

☒ Abby, Amber

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
 This will pre-fill from the FACP or most recent CPE and is editable.

Active Goals

Goal: The test is to see what displays in the goal description field.	Target End Date:	Status: Progress Continue	Delete Copy Detail
Service/Activity Counseling	Provider/Responsible Person Counsel 101		

Options:

Done Trusted sites

8. When the Progress Hyperlink is selected, the Case Plan Goal Progress page appears. The Goal and Service/Activities Group Boxes are view only. This information is for the worker to evaluate the progress the participant(s) have made in achieving the goal.

Case Plan Goal Progress -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Goal

Participant: Abby, Amber

Goal: The test is to see what displays in the goal description field.

Begin Date: 05/30/2006 Target End Date: 00/00/0000

Services/Activities

Service/Activity: Counseling Row 1 of 1

Provider/Responsible Person: Counsel 101

Specifically Explain Service/Activity: Need some counseling, this is the place.

Insert

Status of Goal

Previous progress and/or barriers in achieving goal:

Not applicable, this is the first time this goal is being evaluated

Discuss progress and/or barriers in achieving goal:

Status of Goal: Pending Current Goal Date Achieved: 00/00/0000

Save Close

9. The Status of Goal is a user-entered Group Box. If this was an Ongoing Goal, 'Previous Progress and/or barriers in achieving goal' narrative box would be read only. 'Discuss progress and/or barriers in achieving goal' narrative box is enabled and required to document progress for a new goal.

The Status of Goal is a drop down value. Select an appropriate value. If the status is Achieved, the Date Achieved would become mandatory.

Case Plan Goal Progress -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Begin Date: 05/30/2006 Target End Date: 00/00/0000

Services/Activities

Service/Activity:	Provider/Responsible Person:	Specifically Explain Service/Activity:
Counseling	Counsel 101	Need some counseling, this is the place.

Row 1 of 1

Insert

Status of Goal

Previous progress and/or barriers in achieving goal:
Not applicable, this is the first time this goal is being evaluated

Discuss progress and/or barriers in achieving goal:
Enter Text Here!

Status of Goal: Continue Current Goal Date Achieved: 00/00/0000

Evaluation History

- Achieved
- Continue Current Goal
- No Longer Applicable
- Revised Goal/Service/Activity/Service provider

Save Close

10.

11. The Evaluation History is an outline of every time the goal has been evaluated for progress. It documents the date and status of the evaluation for the goal.

Select Save and Close to return to the Child Functioning Tab.

Case Plan Goal Progress -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Services/Activities

Service/Activity: Counseling Row 1 of 1

Provider/Responsible Person: Counsel 101

Specifically Explain Service/Activity: Need some counseling, this is the place.

Insert

Status of Goal

Previous progress and/or barriers in achieving goal:
Enter Text Here!

Discuss progress and/or barriers in achieving goal:
Enter Text Here!

Status of Goal: Continue Current Goal Date Achieved: 00/00/0000

Evaluation History

Evaluation History

Evaluation Date	Status
07/12/2006	New
07/12/2006	Continue Current Goal

Save Close

12. Continue to complete the Parent/Caregiver Capacities and Family Functioning Page using the same technique in completing the pages as you did on the Child Functioning Page.
13. The next tab is Task and Responsibilities. The Safety Decision Group Box will pre-fill based on the Safety Threats that were identified on the Child Functioning, Parent/Caregiver Protective Capacities, and Family Functioning Tabs.
14. If there are Changes in Additional Tasks and Responsibilities, check the checkbox which will make the narrative area editable and enter any additional information. If there is no additional information, leave the box unchecked and the previous information will be saved.

The screenshot shows a web browser window titled "Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of ...". The page header includes the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is titled "Case Progress Evaluation" and contains the following information:

- Case Name: Abby, Alice
- Case Number: 9221155
- Effective Date: 07/10/2006
- Status: Pending
- Worker Name: Cake, Caitlin, M.
- Approval Date:
- CPE Completed: ☐

Below this information are five tabs: "Child Functioning", "Parent/Caregiver Protective Capacities", "Family Functioning", "Tasks & Responsibilities", and "Summary". The "Tasks & Responsibilities" tab is currently selected.

Under the "Tasks & Responsibilities" tab, there is a "Safety Decision" section with the text "One or more factors that negatively affect safety are identified:" and two radio buttons labeled "Yes" and "No". The "Safety Decision" is currently set to "Safe".

Below the "Safety Decision" section is a "Changes in Additional Tasks and Responsibilities" section. It contains a checkbox labeled "Use this checkbox when there are changes in the participant tasks and responsibilities". Below the checkbox is a text area with the instruction "Describe any additional tasks or responsibilities (e.g. transportation, other case management responsibilities, etc.) that will assist the family in achieving the identified goals:". The text area is currently empty and contains the text "This will pre-fill from the FACP or most recent CPE and is editable."

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

15. The final tab is the Summary Tab. The Case Progress Evaluation Summary Group Box contains a narrative area in which to document the overall case progress.

If it has been determined that the case can be closed, select the Case Closure is Appropriate check box and select the appropriate reason below. Note: this will not send the case for case closure process. This still needs to be requested through Maintain Case.

Select the appropriate Current Family Service Level.

The screenshot shows a web browser window titled "Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of ...". The page header includes the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. The main content area is titled "Case Progress Evaluation" and displays case information: Case Name: Abby, Alice; Case Number: 9221155; Effective Date: 07/10/2006; Status: Pending; Worker Name: Cake, Caitlin, M.; Approval Date: ; CPE Completed: ☒. Below this is a tabbed interface with five tabs: Child Functioning, Parent/Caregiver Protective Capacities, Family Functioning, Tasks & Responsibilities, and Summary. The Summary tab is selected, showing the "Case Progress Evaluation Summary" section with a text area for describing the overall case progress. Below this is the "Case Closure" section, which includes a checkbox for "Case Closure is Appropriate" and three radio button options: "Threats to child safety have been eliminated or are being successfully managed by family and/or support network", "The family refuses services and no jurisdiction exists for ordering services through the court.", and "Other, explain:". The "Family Service Level" section shows the "Previously established Family Service Level" as "Low" and a dropdown for the "Current Family Service Level". At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of ...

eWiSACWIS Print Spell Check Help

Case Progress Evaluation

Case Name: Abby, Alice Case Number: 9221155 Effective Date: 07/10/2006 Status: Pending
Worker Name: Cake, Caitlin, M. Approval Date: CPE Completed: ☒

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities **Summary**

Case Progress Evaluation Summary

Describe the overall case progress and any other relevant case information:

Enter Text Here!

Case Closure

☐ **Case Closure is Appropriate**

☐ Threats to child safety have been eliminated or are being successfully managed by family and/or support network

☐ The family refuses services and no jurisdiction exists for ordering services through the court.

☐ Other, explain:

Family Service Level

Previously established Family Service Level: **Low** Current Family Service Level:

Provide Justification for Family Service Level:

Options: Go Save Close

Done Trusted sites

16. Finally, make sure the CPE Complete check box is checked off, select Approve from the Options drop down value and select go to send the CPE for final approval.

Case Progress Evaluation - Microsoft Internet Explorer provided by DHFS - State of ...

eWiSACWIS Print Spell Check Help

Case Progress Evaluation

Case Name: Abby, Alice Case Number: 9221155 Effective Date: 07/10/2006 Status: Pending
Worker Name: Cake, Caitlin, M. Approval Date: CPE Completed: ☒

Child Functioning Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities **Summary**

Case Progress Evaluation Summary
Describe the overall case progress and any other relevant case information:
Enter Text Here!

Case Closure
☐ **Case Closure is Appropriate**
☐ Threats to child safety have been eliminated or are being successfully managed by family and/or support network
☐ The family refuses services and no jurisdiction exists for ordering services through the court.
☐ Other, explain:

Family Service Level
Previously established Family Service Level: **Low** Current Family Service Level: Low
Provide Justification for Family Service Level:

Options:

Actions
Approval
Safety Assessment and Plan

Done Trusted sites